 **Using Prezi**

1. **Create an Account**
   1. Go to [www.prezi.com](http://www.prezi.com).
   2. Click on the “Sign up” link in the upper right.
   3. Click on “Sign Up Now” in the “Public” column.
   4. Enter your first and last name.
   5. Enter a FAKE email address (example: [john.doe@gmail.com](mailto:john.doe@gmail.com))
   6. Enter a password twice. You may want to use your usual network password so that you’ll remember it!
   7. Check the “I agree to the terms of use” box.
   8. Click on the blue “Sign Up” button.
2. **Create Your Prezi**
   1. Click on the blue “New Prezi” button on the top left.
   2. Click on one of the templates in the pop-up box.
   3. Click on “Use Template” in the lower right.
   4. Enter the title for your presentation where it says, “Click to add Title.”
   5. Add text anywhere by clicking once on the canvas. Use the tools at the top to change the font style.
   6. Use the Frames & Arrows, Insert, and Themes buttons at the top to develop your Prezi. You can draw frames, lines, and arrows; use a highlighter; insert pictures, videos, symbols, shapes, YouTube videos, saved files, and music; and change your template at will.
   7. Each text box / object can be resized, rotated, and moved.
   8. Zoom in and out of your canvas using the + and – pop-up buttons on the right.
   9. On the left, set the path of your Prezi to dictate the order of elements for your presentation.
   10. Click “Present” in the upper left to view your presentation – use the arrows on the bottom to move from one element to the next.
   11. Prezi auto-saves frequently, but you can always click on the disk button in the upper left to save.
3. **Edit Your Prezi –** Log back into Prezi. Your presentation will be on your dashboard. Hover over it, and click the “Edit” button to continue working on it.
4. **Share Your Prezi -** You can get the link to share your Prezi online by clicking on “Share” on the upper right – click “Share Prezi” to get the link.

**Need more help?**

* Exit your Prezi (click “Exit” in the upper right) and click on the “Learn & Support” link at the top.Use the videos, or search by topic for help.
* Then, click on the “Your Prezis” tab at the top to get back to your Prezi.